



Institutional Key Data 2014-2015
Lifelong Learning Programme (LLP) - ERASMUS



Institution Name	Johann Wolfgang Goethe-Universität, Frankfurt am Main
Institutional Erasmus code	D FRANKFU01
Erasmus Charter Number	28247-EPP-1-2014-1-DE-EPPKA3-ECHE
Head of Institution	Prof. Dr. Werner Müller-Esterl, President
Director International Office	Dr. Martin Bickl
Institution website	www.uni-frankfurt.de (English: http://www.uni-frankfurt.de/en?locale=en)

International Office

Postal Address	PEG Postfach 3, D-60323 Frankfurt am Main
Visitor's Address	Campus Westend, Grüneburgplatz 1, PEG, 2nd floor, D-60323 Frankfurt am Main
Website	www2.uni-frankfurt.de/38294574 http://www.uni-frankfurt.de/44341978/home

International Programmes Director

Name	Ms Almuth Rhode
Email	a.rhode@em.uni-frankfurt.de

Erasmus Institutional Coordinator

Bilateral Agreements, Teaching and Non-Teaching Staff Mobility, ERASMUS Placement, Institutional contract and reporting

Name	Ms Uta Brucker
Email	erasmus-io@uni-frankfurt.de
Telephone	+49 69 798 12263
Fax	+49 69 798 763 12263

Responsible Officer for Incoming Students at the International Office

Enrolment, Accommodation, Language Courses

Name	Ms Julia Freier
Email	incoming@uni-frankfurt.de
Telephone	+49 69 798 15080
Fax	+49 69 798 763 15080

Responsible Officers for Outgoing Students at the International Office

Name	Mr Olaf Purkert	Ms Jule Türke
Email	auslandsstudium@uni-frankfurt.de	
Telephone	+49 69 798 17190	+49 69 798 12307
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ERASMUS Departmental Coordinators

Website	http://www2.uni-frankfurt.de/46501188/coordinators
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Academic Calendar 2014-2015

Winter Term (Semester 1)	
Application Deadline	June 15th
Intensive Language Course (free of charge)	four weeks in September
Duration of Winter Term	October 1 st until March 31 st
Lecture Period (exam period ~ mid- to end February)	October 13 th until February 13 th
Christmas Vacation	December 22 th until January 9 th

Summer Term (Semester 2)	
Application Deadline	December 15th
Intensive Language Course (free of charge)	three weeks in March
Duration of Summer Term	April 1 st until September 30 th
Lecture Period (exam period ~ mid- to end July)	April 13 th until July 17 th



ERASMUS Application Procedure

Deadline for student nominations by your international office is May 15th for the winter term and November 15th for the summer term. Nominations must be submitted to Ms Julia Freier and also to the respective departmental coordinator. Please provide correct Email-addresses of all nominated students as further correspondence will take place per Email. Please also state the ERASMUS subject area of the nominated students!

Once nominated by the sending institution students are required to fill in the online ERASMUS application form. The online application form will be made available by Mid-April for students coming in the fall term, and by the beginning of November for students coming in the summer term. After transmitting the online application, students have to generate the application form as PDF document with Adobe Acrobat and have it signed by their coordinator before mailing it to the International Office.

Please note: The online-application is only valid if signed and stamped by the home university!

Complete student documents must reach Ms Freier by June 15th for the winter term or December 15th for the summer term at the latest.

Online Application Forms	http://www2.uni-frankfurt.de/44420860/preparations
Decision Response	As receiving institution Goethe University will send its decision within 6 weeks starting from the application deadline.
Transcripts of Records	A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished, if students have handed in all necessary documents.
Termination of Agreements:	A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict

General Information

General Information	http://www2.uni-frankfurt.de/44386987/exchprog
Guide for Visiting Students	www2.uni-frankfurt.de/38295158/guide.pdf
WellCome Project	www.wellcomeprojekt.de/
Course Catalog	https://qis.server.uni-frankfurt.de

Accommodation Details

We cannot guarantee student housing for all ERASMUS students. Application forms for accommodation in student housing are only available from Ms Julia Freier after she has received the official student nomination via the home institution of the applicant.

Period of tenancy for Semester 1	September 1 st until February 28 th / July 31 th (for 2 semesters)
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Application Deadline for Semester 1	June 15th
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Period of tenancy for Semester 2 starts on	March 1 st until July 31 th
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Application Deadline for Semester 2	December 15th
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Information and assistance can be provided by the following persons and information sources:

Contact person	Ms Julia Freier (incoming students) / Ms Isabelle de Porras (incoming staff)
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<p>Contact details</p>	<p>For students: Ms Julia Freier Grüneburgplatz 1, PEG-Gebäude 60323 Frankfurt am Main Telefon: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de</p> <p>For staff: Mrs Isabelle de Porras Grüneburgplatz 1, PEG-Gebäude 60323 Frankfurt am Main Tel. +49-69-798-17193 Fax +49-69-798-763-17193 E-Mail: Porras@em.uni-frankfurt.de</p>
<p>Website</p>	<p>For students: http://www2.uni-frankfurt.de/44421703/accomodation additional information: http://www.studentenwerkfrankfurt.de/en/accommodation.html</p> <p>For staff: http://www2.uni-frankfurt.de/45730456/Accommodation</p>

German Language Courses

In September and March, before the start of term, Goethe-University offers an **Intensive German Language Course** (“DIA”) designed especially for visiting students. The course is **free of charge** for Erasmus students. The course is designed for students with good knowledge of German (level B1 according to the Common European Framework of Reference for Languages), not for beginners. **Students who want to enroll in the language course have to indicate it on the online Erasmus application form.**

During the semester the “Internationales Studienzentrum” offers **various German language courses** (“studienbegleitende Deutschkurse”). For further details please contact Ms Julia Freier during enrolment.

Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		German (unless otherwise stated in the inter-institutional agreement)	B1
Staff Mobility for Teaching		German /English (unless otherwise stated in the inter-institutional agreement)	C1

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>



Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
Contact details	<p>For students: Ms Julia Freier Grüneburgplatz 1, PEG-Gebäude 60323 Frankfurt am Main Telefon: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de</p> <p>For staff: Mr Florian von Bothmer Grüneburgplatz 1, PEG-Building 60323 Frankfurt am Main Tel. +49-69-798-17192, Fax +49-69-798-25081 E-Mail: vonBothmer@em.uni-frankfurt.de</p>
Website	<p>For students: http://www2.uni-frankfurt.de/44421621/entry_requirements</p> <p>For staff: http://www2.uni-frankfurt.de/45728083/Visa</p>

Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm .

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
Contact details	<p>For students: Ms Julia Freier Grüneburgplatz 1, PEG-Gebäude 60323 Frankfurt am Main Telefon: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de</p> <p>For staff: Mr Florian von Bothmer Grüneburgplatz 1, PEG-Building 60323 Frankfurt am Main Tel. +49-69-798-17192, Fax +49-69-798-25081 E-Mail: vonBothmer@em.uni-frankfurt.de</p>



Website

For students: http://www2.uni-frankfurt.de/44421804/health_insurance

For staff: <http://www2.uni-frankfurt.de/45727626/Insurances>

Additional Information

Grading system:

Information about the grading system at Goethe University can be found here on page 28-29:

http://www2.uni-frankfurt.de/40802831/Allgemeine_Bestimmungen_fuer_Bachelor-_und_Masterstudiengaenge.pdf

Information for disabled students at Goethe University can be found here:

http://www1.uni-frankfurt.de/org/ltg/praes/pr_k/service/ssc/studmitbehinderung/studienfuehrer/index.html